

## “伙伴倡自強”社區協作計劃 – 半年／全年進度報告

### Enhancing Self-Reliance Through District Partnership Programme Half-yearly / Annual Performance Report

請填妥表格並連同電腦檔案（如為年度報告則須連同經審計的帳目結算表）一併送交或郵遞至香港灣仔軒尼詩道 139 號中國海外大廈 21 樓民政事務總署“伙伴倡自強”社區協作計劃秘書處。Please complete the form (both hard and soft copies) together with a copy of audited statement of accounts (for annual performance report only) and send to the Secretariat to the Enhancing Self-Reliance Through District Partnership Programme, Home Affairs Department, 21/F, China Overseas Building, 139 Hennessy Road, Wan Chai, Hong Kong.

#### 計劃進度的詳細內容 Details of Project Performance

報告涵蓋時間由	至	報告遞交日期
Period Covered From:	To:	Date of Submission:
受資助機構名稱		
Name of Grantee:		
計劃名稱		計劃編號
Project Name:		Project Ref. No.:
計劃開始日期 <sup>註一</sup>		計劃結束日期 <sup>註一</sup>
Project Commencement Date <sup>Note 1</sup> :		Project Completion Date <sup>Note 1</sup> :

附註一：請根據協議附件二的 C 部份「計劃開始及完成日期」填寫

Note 1: Please complete according to Part C 'Project Commencement and Completion Dates' of Schedules II of the signed Agreement

#### 最近半年 / 全年的進度 Performance for the Latest Six Months / Twelve Months (for annual report)

##### A. 計劃的實際成效 Achievement of Planned Targets

預期成效指標 <sup>註二</sup> Planned Targets <sup>Note 2</sup>	實際成效 Actual Achievement	分析導致差距之原因 Analysis of reasons for the variances
創造就業 No. of Jobs Created 全職 Full Time : 兼職 Part Time : 間接職位 Indirect :		
營業額 Sales Volume - 目標 Target \$		
其他目標 Other Key Milestones ■ ■ ■		

附註二：請根據協議附件二的 J 部份「每半年主要指標」填寫

Note 2: Please complete according to Part J 'Key Milestones by Mid Year' of Schedules II of the signed Agreement

## B. 僱員資料<sup>註三</sup> Staffing Information <sup>Note 3</sup>

職位 Position	全職/ 兼職 FT/PT	是否計劃 目標對象 Target Group (Y/N)	薪酬 Salary	僱用時段 Period of Employment	居住地區 Home Address District	受僱前狀況 Status Before Employment
<b>範例</b> <i>Example:</i> 侍應生 Waiter	全職 FT	Y	\$6,000/月薪 \$6,000/month	5/2007-9/2007 5/2007-9/2007	屯門 Tuen Mun	已待業兩個月 Unemployed for 2 months

附註三：請填寫為這個計劃而僱請的所有僱員資料，包括已經離職的僱員。

Note 3: Please include the information of ALL staff that had been employed by your organization under the approved project, including those who have already quit.

## C. 財務報告 Financial Report for the Period Under Review

(請雙擊表格以進行編輯 Please double click to edit)

		港幣\$HK\$			
		預算數字(附註四) Projected Figures(Note 4) (a)	實際數字 Actual Figures (b)	差距 Variance [(b)-(a)]/(a) x 100%	原因 Reasons for the variances
銷售 Sales	(1)				
銷售成本 Cost of Sales	(2)				
毛利 Gross Margin 毛利率 Gross Margin %					
<b>營運開支 Operating Expenses</b> 薪金和津貼 Salaries and allowances 租金和差餉 Rent and rates 水電煤 Utilities 其他主要項目 Other major items  小計 Subtotal	(3)				
其他收入 Other Income	(4)				
<b>純利 Net Profit (1)- (2)- (3) + (4)</b>					

附註四：請根據協議附件二的K部份「財政預算」填寫

Note 4: Please complete according to Part J 'Financial Budget' of Schedules II of the signed Agreement

**D. 現金流量報告 Cash Flow Report**

(請雙擊表格以進行編輯 Please double click to edit)

月份Month (mm/yy)	第一個月 1st Month	第二個月 2nd Month	第三個月 3rd Month	第四個月 4th Month	第五個月 5th Month	第六個月 6th Month	...	...	小計 Sub-Total
<b>收入Receipts</b>									
營運收入Operating Income: 銷售 Sales(1)* – 銷售成本 Cost of Sales(2)*									
其他收入Other Income (4)*									
小結Sub-total									
<b>支出Payments</b>									
資本開支Capital Expenditure 營運開支Operating Expenses (3)*									
小結Sub-total									

\* 請根據上述 C 部份「財政報告」的實際數字填寫

Please complete according to the actual figures given in Part C 'Financial Report'.

**E. 請列出與計劃有關的協作團體及相關合作計劃 Collaboration and Partnership with Other Organizations and Details**

協作團體(例如商戶、學校、非政府組織、地區團體、 政府部門，區議會等) Collaboration, e.g. business, schools, NGOs, resident associations, Government agencies and District Council...etc.	協作範圍及細節 Area of collaboration with details

- F. 請列出任何有關策略或推行方面的關注事項及改善建議 / 業務的成果和未來發展。  
**Highlight issues of concern relating to strategies or implementation and the proposed actions / set out a synopsis of the results and future development of the Business.**

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### G. 僱員問卷調查結果 Result of Staff Survey

1. 機構須確保所有僱員均填妥本問卷。Organization is requested to ensure that the questionnaire should be completed by ALL staff.
2. 每個僱員均需於首次入職後 1 個月內、入職後六個月、入職後 1 年、入職後 1 年半、入職後 2 年及離職前填寫本問卷。Every staff should complete this questionnaire within one month of their employment. Thereafter it should be completed six months, one year, 1.5 year, 2 years after employment and upon the resignation of staff.
3. 請把問卷的答案輸入下表，並連同問卷副本遞交。Please fill in the results in the excel files below and submit the hard copy with this progress report .

(請雙擊表格以進行編輯 Please double click the table below to edit)

問題	僱員A (範例)	僱員B	僱員C	僱員D	僱員E	僱員F
1	2					
2	3					
3	3					
4	4					
5	2					
6	2					
7	5					
8	4					
9	3					
10	3					
11	2					
12	2					
13	4					
14	2					
15	增加人手					
年齡	40					
性別	2					
身份證號碼	A123					
學歷	2					
職位	侍應					
入職前狀況	3, 6					
問卷完成時間	1					

**H. 技術顧問的意見 Comments from the Advisor(s)**

請匯報與技術顧問會見的情況，包括顧問就企業面對的問題而提出的建議。有關顧問的資料及履歷載於申請表格第 I.H 部。Please give a brief report of the meeting(s) with the Advisor(s), including the problems identified in and the advice given to the business. Details and C.V. of the advisor(s) are contained in Part I.H of the application form.

**機構確證真實無誤 Certified True and Correct by Organization**

本人謹此證明上述財務報告及計劃進度的所有資料均屬真實無誤，並保證已執行和遵守機構與香港特別行政區政府所簽訂協議條文，以及刊載於廉政公署網站及“伙伴倡自強”社區協作計劃網頁內的防貪指引。

I certify that all information contained in the financial statements and project performance report as stated above are true and correct. I also confirm that the Organization has executed and complied with all the terms and conditions spelt out in the Agreement signed between the Organization and the Government of the Hong Kong Special Administrative Region, as well as all relevant guidelines on corruption prevention as published at the website of the Independent Commission Against Corruption and at the webpage of the Enhancing Self-Reliance Through District Partnership Programme.

Official Chop 機構蓋章	Name of responsible officer*: 負責人姓名*	_____
		(請用正楷填寫 in block letters)
	Signature : 簽署	_____
	Post : 職位	_____
	Date : 日期	_____

\*必須為“伙伴倡自強”社區協作計劃撥款協議中附表 I 所列獲授權核證開支及動用指定銀行帳戶的人士。

Person(s) authorized to certify expenditure and operate the designated bank account as stipulated in Schedule I of the agreement in respect of grant under the Enhancing Self-Reliance Through District Partnership Programme.

**秘書處回應 (只供秘書處填寫)**

**Feedback from the ESR Secretariat (for official use only)**

A large empty rectangular box intended for providing feedback from the ESR Secretariat.

## 僱員問卷調查 Staff Survey

(調查所得資料只供有關部門統計之用，而閣下之個人資料亦將會被保密)

請看以下句子，並在右方圈出你的評分：1 代表你認為非常同意句子的內容，5 代表你非常不同意，餘此類推。

	評分				
	同意				不同意
<b>範例：我有能力及信心做這份工作</b>	<b>1</b>	2	3	4	5
1. 我有能力及信心做這份工作	1	2	3	4	5
2. 我滿意這份工作的待遇	1	2	3	4	5
3. 我可以應付現時的工作量	1	2	3	4	5
4. 我認為現時的人手已足夠應付工作量	1	2	3	4	5
5. 我喜歡這份工作	1	2	3	4	5
6. 這份工作令我學到更多工作技能	1	2	3	4	5
7. 我對就業有信心	1	2	3	4	5
8. 我與上司及同事相處得很好	1	2	3	4	5
9. 我與家人的關係很好	1	2	3	4	5
10. 我認識更多朋友	1	2	3	4	5
11. 我對現時的生活很滿意	1	2	3	4	5
12. 我比以前開心	1	2	3	4	5
13. 我樂意支持及參與社區服務	1	2	3	4	5
14. 我更加關心社會	1	2	3	4	5
15. 我認為若要提升現時的工作效率，應該……(自由回答)					

### 基本資料 (請在格內填入資料或 ✓ 號)

年齡 :

性別 :  (1) 男  (2) 女

身份證號碼 :     X X X ( X )

學歷 :  (1) 小學或以下  (2) 中一至中三  (3) 中四至中五

(4) 中七  (5) 大學或以上

現職 : \_\_\_\_\_

入職前狀況 :  (1) 有全職工作  (2) 有兼職工作  (3) 有領取綜援

(可選取多項)  (4) 待業三個月  (5) 待業半年  (6) 待業一年或以上

問卷完成時間 :  (1) 剛入職  (2) 工作半年  (3) 工作一年

(4) 工作一年半  (5) 工作兩年  (6) 辭職